

# Code of Conduct Policy

Directors and Staff of the Northern Hills Community Association agree that their primary role is to support the Northern Hills Community and the members of these communities. Directors will act as one whole board, not as individual pieces while in the community as this shows good communication and cohesiveness. Directors and staff will always act in good faith and as a good citizen while being with the NHCA.

All Directors and Staff:

1. Will respect the rights & dignity of themselves and others.
2. Will demonstrate a high degree of individual integrity, honesty, and responsibility, recognizing that at all times their words and actions are an example to other directors/staff.
3. Will not use NHCA to promote one's beliefs, behaviors or practices.
4. Will act with consideration and good judgment in all internal and external interactions.
5. Will declare any potential conflict of interest any director/staff may have with the business dealings of the association and will make public declaration of such conflict so that appropriate measures can be taken to address conflict of interest situations while performing the association's duties. Directors agree not to run politically while on the board and must step down a reasonable time before any election they plan to run in.
6. Will respect everyone's right to privacy and the sharing of information at all times, and will not use their position to gain access to information, that would not otherwise be available to the public.
7. Will realize that bullying, physical, verbal, psychological, financial or cultural abuse, general harassment, sexual harassment, neglect or any other type of abuse, is unacceptable conduct by any director/staff, at any time.
8. Will use good judgment prior to disclosing or divulging any information that should not be divulged to the public, except information that has been approved for disclosure. Specifically, and without limiting the foregoing, will not disclose confidential personal information which may be discussed at association board meetings and in carrying out the business of the association.
9. Will respect the flow of information as it relates to particular information. For example, financial information should not be released without the prior to the approval of the treasurer to ensure accuracy; minutes should not be released without the adoption by the board, and so on.
10. Understands and respects the roles and responsibilities associated with each position on the Board. You will not act outside the scope of your role.

Directors should you be found to be in violation of any of these, means you will be removed by (a 51% vote of) the Board. Appropriate disciplinary action will be taken if staff violate the Code of Conduct.

The Northern Hills Community Association (NHCA) is a grassroots, volunteer-based organization on a mission to enhance the quality of life of its residents by enriching and empowering our diverse communities through advocacy, education, and provision of opportunities for engagement.

## **NHCA's Vision**

Northern Hills will be a vibrant, diverse, inclusive and sustainable community.

## **NHCA's Mission**

The Northern Hills Community Association enhances the quality of life of the community by enriching and empowering the diverse communities of Northern Hills through advocacy, education, and provision of opportunities for engagement.

We currently serve over 57,000 residents in 5 communities in North Central Calgary: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills and Panorama Hills.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_